

**Enrolled Memorandum of the Meeting  
Regular Study Session/Meeting  
Twenty-Eighth Town Council of Highland  
Monday, August 21, 2017**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on **Monday, August 21, 2017** at the time of 7:01 o'clock p.m.

**Silent Roll Call:** Councilors Dan Vassar, Mark A. Herak, Steve Wagner and Konnie Kuiper were present. Councilor Bernie Zemen was absent. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

*Also Present:* Rhett L. Tauber, Town Attorney; Patrick Krull, Member of the Board School Trustees; Ed Dabrowski, IT Consultant (Contract); and Susan Murovic, Advisory Board of Zoning Appeals were also present.

**General Substance of Matters Discussed or Proposed**

1. **Firefighter's insurance renewal.** *Policy exceeds or is equal to the provisions required in IC 36-8-12 et seq.* It was noted that there are three choices, one of which is a three year contract with a price lock for each of the three years.

The Town Council discussed the three options presented for renewal. Councilor Kuiper noted that the Fire Chief recommended the option, Option 1, which locked in the policy for three years, with the annual premium fixed at \$5,767 per year. The Town Councilors expressed a preference for the recommendation of the Fire Chief. The Town Council President indicated that this be placed on the agenda for the plenary business meeting Monday, August 28, 2017.

2. **Letter from worker requesting waiver of one year from mandatory retirement pursuant to HMC Section 2.35.040.** The Town Council may waive mandatory retirement and grant an extension of duties for each municipal year, upon making the following determinations: (1) *The employee is deemed physically and mentally able to perform the employee's normal duties* and (2) *that granting such a waiver and extension is in the best interests of the town.* (7:05 p.m.) (Letter not enclosed)

The Town Council was briefed by the Clerk-Treasurer about the provisions in Section 2.35.040, which are summarized above. It was noted that the Town Council has until later in the year to act. It was suggested that a two members of the Town Council meet with the worker's supervisors to discuss the matter.

3. **Action to temporarily suspend and modify the provisions of Section 5.01 of the Compensation and Benefits Ordinance** (Commonly known as the *Employee Handbook*) for a worker to use allow paid time already taken to be construed as the three days of the medical leave and to allow the leave time to be taken for such time needed for treatment if the disabling malady, while the worker continues to work, waiving the requirement for physician release. It would be adopted with the statement that this one time action would not be precedent for similar requests of other workers in the future. (7:20 p.m.) (Section provided)

The Town Council discussed the request made by a department head regarding the current policy limitations of the disability policy and the request to permit a worker to in effect take a few hours at a time for rehabilitation from a fall and then return to work, having the time absent covered by the disability policy.

It was noted that if it was to be modified it would require action by the full council and it would be not be deemed to be a precedent for other workers.

4. **Discuss the NIRPC invitation for the meeting of several communities regarding funding.** It was noted that the Northwest Indiana Regional Planning Commission was coordinating a meeting to convene representatives from the communities of Gary, Hammond, Munster, Merrillville and Highland to discuss the so called south shore service.

The Town Councilors expressed willingness to participate but requested some evening times for the Town Councilors. Currently the following dates and times were all that were broadly suggested.

- August 23rd — morning
- August 25th — any time prior to 3 pm
- August 30th — morning or afternoon
- August 31st — morning or afternoon

The Clerk-Treasurer indicated that he would communicate the request.

5. **Review matters still requiring special attention for a study session to conduct mark-up.** The Clerk-Treasurer reminded the Town Council that the two matters were still unfinished from initial review or mark-up. It was noted that the amendments for the Access to Public Records or Public Records Management Ordinance, would require the Town Attorney and the Police Chief to discuss the status of several public records that are disclosable or non disclosable at the discretion of the local unit.

The Clerk-Treasurer also noted that the need to review the Zoning Code amendment. The Town Council asked that an executive summary that was believed to have been prepared be provided to the Town Council for its review by the Building Commissioner/Zoning Administrator.

- Perform added mark-up on *Introduced Ordinance No. 1647: Amending the Public Records Management Chapter of the Highland Municipal Code.*  
**This will require having a working session with Rhett and Chief Hojnicky regarding the policy particularly for records of the police.**
- Perform discussion and markup on proposed new Zoning Code, repealing existing one and replacing it.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, August 21, 2017**, was adjourned at 7:28 o'clock p.m.

Michael W. Griffin  
Clerk-Treasurer